

POUND PARK NURSERY SCHOOL + POUND PARK NURSERY SCHOOL @CARDWELL JOB DESCRIPTION

DESIGNATION OF POST: Early Years Assistant

**RESPONSIBLE TO: Nursery Manager / Early Years Coordinator / Classteacher /
Headteacher**

Main Duties and Responsibilities

1. To work as a member of the multi-disciplinary Early Years team, under the direction of the Headteacher, the Early Years Co-ordinator, Nursery Manager and Early Years Practitioners to support children in all areas of learning across both sites.
2. To support a range of high quality, integrated educational services appropriate to the personal welfare, educational and developmental needs of the children in the nursery.
3. To provide personal care and assistance for pupils who require such support.
4. To share responsibility for the preparation of a well-ordered, secure and stimulating environment which fosters the all-round development of the children through sensitive understanding of their individual needs and interests.
5. To participate in curriculum planning and evaluation and attend any relevant team meetings. To pass on information about pupils' personal and educational needs to the class teacher and other staff as appropriate.
6. Assisting the teacher to supervise and support pupils, both indoors and outdoors. Assisting with work programmes and written observations and records on individual's progress.
7. To contribute to the writing of children's records in accordance with the agreed policies. To involve parents/carers in their child's progress through daily informal contact, record keeping and attending home visits, review meetings as appropriate/reporting on assigned number of key children's progress.
8. To participate in the preparation and serving of children's refreshments ensuring that high standards of hygiene are maintained.
9. To work within the framework of the agreed policies and procedures, paying particular attention to equal opportunities and ensuring that each child and their family has full access to the integrated provision.
10. To participate in in-service training, including staff meetings, supervision, school based training days and training at other institutions. To contribute to whole school policies.
11. To attend to children who are unwell or have been involved in minor accidents at school, where appropriate training has been given. To be responsible for recording accidents/incidents and informing other staff and parents.
12. To work across both sites of the Nursery as and when required by the Headteacher.

13. In discharging all duties of the post be mindful of the school's equal opportunity policy.
14. To work within the schools safeguarding policy and relevant safeguarding documents ensuring the welfare of children at all times.
15. To carry out all duties with due regard for health and safety at work regulations.
16. To undertake any other reasonable duties as directed and commensurate with the level and responsibility of the post.

This job description sets out the main duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot necessarily justify a regrading of the post

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EARLY YEARS ASSISTANT: PERSON SPECIFICATION

Criteria or Requirements	Method of Assessment A = Application Form I = Interview	SHORTLISTING CRITERIA (*)
Experience/Education Minimum qualification of NVQ Level 2 in childcare. Good level of general education. Good level of spoken and written English Experience of working with young children in a home, care or educational setting.	A/I A/I A/I A/I	* * * *
Knowledge/Skills/Abilities The ability to work as a member of a team, with good interpersonal skills. Good oral and written communication skills. A willingness to undertake relevant training. Ability to relate well to children and parents and maintain effective working relationships at all levels. Ability to be flexible, to show initiative and develop new skills. An understanding of and commitment to working in an urban, multi-cultural and multi-lingual environment. Physical ability to carry out the duties of the post with the support of aids or adaptations if necessary. A commitment to implementing the school's Equal Opportunities, Health and Safety and Safeguarding policies.	A/I A/I A/I A/I A/I A/I A/I	* * * * * * *